



Meeting minutes approved by Board on: APRIL 4, 2024 10:01 AM

Motion by Steve Nagy, Second Jeff Pricher

STATE AVIATION BOARD WORK SESSION MINUTES

DATE	March 7, 2024
TIME	10:00 AM – 12:00 PM
LOCATION	TEAMS Video Conference originating from 3040 25TH STREET SE, SALEM, OR 97302
VIDEO RECORDING	View Video Recording: https://youtu.be/25TprmHRRy4?si=KH9rIJdpjn7v7wln
PRESENTING AGENDA	Cathryn Stephens, Board Chair, and Kenji Sugahara, Director of Aviation

#	TYPE	TIME	ITEM	LEAD(S)
1	Information	10 am Recording began by Board Administrator 10:01 am Chair Stephens Announcement	<p>Call to order & Introductions</p> <p><i>Announcement by Board Administrator: Good morning, my name is Holly Herrera, I am the Board Administrator for today's Work Session, Thursday, March 7, 2024. This meeting is being recorded. Chair Stephens we are ready to begin.</i></p> <p>Announcement to attendees by Chair Stephens:</p> <p><i>This is a work session for the Board with the agency staff. Attendees from the public are welcome to observe. The chat function as well as the attendee cameras and microphones will be turned off.</i></p> <p><i>If you would like to submit public comment, please do that through the Aviation website for the April 4, 2024, Board meeting.</i></p>	Board Administrator/ Chair Stephens
2	Information	10:01 am	<p>Roll Call of the Board</p> <p><i>ODAV Board members: Cathryn Stephens, Sarah Lucas, Steve Nagy, Bill Graupp, Jim Knight, Jeff Pricher</i></p> <p><i>Present: Cathryn Stephens, Sarah Lucas, Bill Graupp, Jim Knight</i></p> <p><i>Late Arrival: 10:05 Jeff Pricher and Steve Nagy</i></p> <p><i>At quorum: Yes</i></p>	Board Administrator
3	Information	10:02 am	<p>Planning & Projects Manager Presentation</p> <p>Planning Programs Overview</p> <ul style="list-style-type: none"> • Planning & Land Use • PEP, Pavement Evaluation Program • PMP, Pavement Evaluation Program • Statewide Capital Improvement Program • FAA Airport Improvements Program • ASAP Grant Programs • Agency Procurement & Contracts • Connect Oregon Coordination • Legislative, Governmental & External Relations 	Thomas

Planning Positions Overview

- Brandon Pike
- Andria Abrahamson
- Ernie Buncal
- Alex Thomas

Oregon Administrative Rules Update

- ASAP Rules OAR 738-124

PowerPoint Presentation attached

10:21 Questions from Aviation Board- Cathryn Stevens asked, How does the team work together to stay on top of everything?

Alex Thomas answered that it is a lot of work and a lot of it is new. Kenji Sugahara has been working on how to streamline our processes, and focus on our priorities.

Steve Nagy mentions that he likes the change that allows the opportunity for those that are seeking grants to be able to make presentations.

Sarah Lucas mentions that she likes the open communication with DLCD. She would like the PEP section of the website to be updated.

Kenji Sugahara informed the board that we are working on making the transitions away from ODOT procurement to become more efficient but to also make sure that everything is done right.

Jim Knight Thanked Alex for taking complex issues and making them easy to understand for the board and not going to much into the details.

Steve Nagy briefed the board on the fact that he had the opportunity to go to NASAO in Washington DC last week with Kenji Sugahara and Alex Thomas and it was great to hear about programs that they are interested in.

Kenji Sugahara mentioned that Holly Herrera is taking over our Social Media and helping to give ODAV a presence again.

Jeff Pricher suggested that LinkedIn would be a good choice for social media for ODAV.

Holly Herrera is looking into getting our LinkedIn account restarted.

Cathryn Stevens updated the board on the FAA Reauthorization.

Next meeting will be held in Independence on April 4, 2024

Chair Stephens

10:30 am Adjourn

Chair Stephens

10:31 am *Recording ended*

Board Administrator

Public attendance is permitted. Persons with disabilities who require special accommodations please call (503)378-2238 at least 48 hours before the meeting.

The board will not provide time in the work session for public comment. Public comment will be accepted for the State Aviation Board Meeting on April 4, 2024. See separate public notice and agenda for that meeting.

Planning and Programs Manager Presentation- Alex Thomas

Slide 1



Slide 2





Slide 3

Planning Updates

Revisions to Two Program Position Descriptions:

- One position updated to include Pavement Maintenance and Pavement Evaluation Program coordination duties:
- One position updated to include contract administration duties:

Coordinator	Coordinator	Planner	Manager
Airport System Management	Airport System Management	Planning	Airport System Management
Programs & Services	Contract Administration	Business Analysis	Permitting
Programs & Services	Program Budget	Contract Administration	Planning
Programs & Services		Contract Administration	Airport System Management
			GIS & Land Use

Slide 4

Land Use & Tall Structure

- Airport planning and land-use for state-owned airports and coordination with all 97 public use airports within Oregon.
 - Land-use compatibility requirements.
 - Airspace analysis when building or modifying structure in or near airports to verify airspace safety.

Slide 5

Land Use Policy & Procedures

- Department of Land Conservation and Development (DLCD) lead multi-state agency land use network:
 - Ensuring alignment and consistency for land use policy across the state
 - First meeting was December 12, 2023
 - Next meeting is scheduled March 12, 2024



Slide 6

Pavement Evaluation Program (PEP)

- Evaluation of pavement conditions at public use airports by region on a rotational cycle. The data from the PEP reporting is then used in the Pavement Maintenance Program (PMP) to plan and execute projects as applicable.

Slide 7

Pavement Evaluation Reports (PEP)

2023 Reports Available:

- **NPIAS:**
 - Aurora (UAO)
 - Bandon (SD)
 - Brookings (BOK)
 - Florence (652)
 - Gold Beach (451)
 - Independence (755)
 - Hood River (452)
 - McMinnville (HWV)
 - Salem (SLE)
 - Mulino (459)
 - Newport (ONP)
 - Hillsboro (HIO)
 - Troutdale (TTD)
 - Seaside (565)
 - Siletz Bay (545)
 - Tillamook (TMK)
 - Astoria (AST)
- **Non-NPIAS:**
 - Cape Blanco (556)
 - Cascade Locks (CZK)
 - Chehalis (175)
 - Country Squire (S48)
 - Lenhardt (759)
 - Nehalem Bay (357)
 - Pacific City (PFT)
 - Sportsman (256)
 - Toledo (654)
 - Twin Oaks (753)
 - Valley View (559)

E-Mail ODAV team for reports!

Slide 8

Pavement Maintenance Program (PMP)

- The PMP program evaluates the reports provided by PEP to establish a pavement maintenance schedule across the state. ODAV then processes procurement contracts executing projects to provide maintenance needs by region.



Slide 9

Pavement Maintenance Program (PMP)

2024 Airports

- **Region 3:**
 - Bend (BDN)
 - Prineville (539)
 - Madras (533)
 - Sunriver (521)
 - Chiloquin (257)
 - Christmas Valley (625)
 - Lake County (LKV)
 - Malin (457)
- **Region 4:**
 - Boardman (M50)
 - The Dalles (DLS)
 - Hermiston (HRI)
 - Pendleton (PDT)
 - Baker City (BKE)
 - Grant County (GCD)
 - Joseph (JSY)
 - LaGrande (LGD)

Region 1 Inspections On the Way!

Slide 10

COAR Program Overview

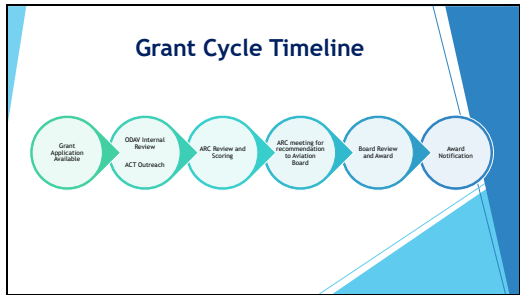
Aviation System Action Program (ASAP) created by House Bill 2075 (2015) and included:
Critical Oregon Airport Relief (COAR)
State Owner Airport Reserve (SOAR)
Rural Oregon Airport Relief (ROAR)

House Bill 2434 (2021) made COAR and SOAR permanent and closed the ROAR program.

COAR grant funding is applicable toward airport improvement related projects at Oregon's ~97 public use airports.

SOAR grant funding is applicable toward state-owned and operated airport improvement projects.

Slide 11





Slide 12

COAR Updates

- **Amendments:** Change Order Request removed.
- **Milestone Progress Reports:** Limited to 4
 - 25%, 50%, 75%, & 100% +1 if FAA project.
 - Notices include due dates and progression %
- **Grant Execution & Progress:** Grants should be executed, and projects should progress in a timely manner.
- **2024-2025 + Grants:** Revision of ARC process to allow grantees to present their project to ARC cohorts.

Slide 13

Oregon Administrative Rules (OAR)

- Oregon Administrative Rules (Chapter 738) coordination transitioning from Oregon Department of Transportation (ODOT) to Oregon Department of Aviation (ODAV).
- ASAP rules (OAR 738-124) in review with ODAV team and Department of Justice (DOJ) to provide clarification and simplification of program rules.
- ODAV will provide draft rules to be further discussed in detail with a Rules Advisory Committee (RAC)

STAY TUNED!

Slide 14

Procurement & Contract Administration

- Contract administration being transitioned from ODOT to ODAV.
 - Planned transition date scheduled for 4/1/2024.
 - Transition extension available if needed to ensure adequate consistency and training opportunities for incumbent.
- In-house contract administration provides an opportunity for quicker turnaround time for projects, direct line of communication, and team-based collaboration within ODAV.

Slide 15

Legislative

- ASAP Grants: Currently, FAA-BIL grants must be categorized at Priority 3 COAR projects.
- Short Session 2024 - HB4109 (Omnibus) requests a statutory amendment to remove "Airport Improvement Program" text from current ORS.
- If passed, would allow AIP, BIL and any future FAA grant programs.

Slide 16

Questions?